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### INTRODUCTION

This is a refuge operations specialist trainee position working under the Student Career Experience Program. As a trainee in the area of refuge management, the incumbent will be introduced to all areas of management responsibility through planned work assignments and close association with higher graded employees in the execution of professional work processes.

# A. Major Duties

- Learns and applies standard methods and practices relating to daily refuge operational activities including; wildlife analysis, data collection, administrative procedures/reports, general refuge/habitat maintenance and/or management, etc.
- -- Conducts limited studies and becomes familiar with habitat requirements and the biotic relationships of particular species at this Station.
- Perform duties involving specific phases of refuge management, e.g., presence of wildlife, availability of water, census work, vegetative analysis, land-use practices, habitat conditions etc.
- -- Occasionally performs and/or supervises small crews of seasonal personnel in the construction and maintenance of springs, wells, rock tanks, signs, fences, buildings, roads, and other improvements.
- -- From assignments received, will learn to rake rudimentary appraisals and investigations and prepare segments of land use. development and management plans.
- -- Prepare routine correspondence between the inquiring public and other interested conservation groups.
- -- Provide routine information on species, facilities, hunting regulations to interested parties visiting the refuge.
- -- Receives exposure and basic orientation relating to administrative functions in the area of refuge management.

#### B. Factors

1. Knowledge Required by the Position:

Knowledge of theory, principles, and methods of wildlife management or closely related disciplines such as would be obtained through a college major in wildlife biology or its equivalent.

- Incumbent must demonstrate ability to gather biological data, evaluate and apply findings, make recommendations. perform necessary analysis, and present findings/reports in an organized and concise manner. -Demonstrated skill and ability to communicate effectively orally and in writing.
- -- Skill in operating motorized vehicles.
- -- Skill in mathematics to perform data analysis.
- -- Skill in operating small motorized watercraft.
- -- Skill in operating motorized vehicles.

# 2. Supervisory Controls:

This is the beginning trainee level. Refuge Managers of higher grade provide detailed instructions as to practices to be followed, outline objectives of each work operation, check the work closely during progress and review Completed work in detail. Incumbent is expected to perform independently those tasks that require simple and direct application of acquired knowledge. Problems previously encountered by the incumbent are resolved independently; unusual problems are referred to Supervisor. As tasks recur, incumbent performs them under greater independence.

### 3. Guidelines:

Detailed and directly applicable guidelines are available in the form of Refuge and PPBE handbooks, administrative manuals and policy memoranda. Incumbent uses judgement to select appropriate guidelines from a large number of guidelines.

#### 4. Complexity:

Work consists of a variety of well-defined tasks in which the incumbent carries out and studies the effects of refuge management activities by applying standard principles and methods of wildlife biology and related disciplines. Assignments are given for training purposes and are characterized by standard problems, a limited number of variables and clearly specified objectives. The factors to be considered by the incumbent vary with each assignment.

### 5. Scope and Effect:

The purpose of the work is to perform basic tasks involved in refuge management and to determine the impact of refuge management activities on wildlife resources. Work affects the efficiency of the unit.

### 6. Personal Contacts:

Contacts are with supervisor, coworkers and with the public subject to the coaching of a refuge manager of higher grade.

# 7. Purpose of Contacts:

Contacts are to receive assignments and instructions, obtain or provide factual information, report on progress or problems, etc.

## 8. Physical Demands:

The work requires some physical exertion such as walking over wet, rough, uneven or rocky surfaces; bending, crouching, stooping, stretching, reaching or similar activities. The work requires average agility and dexterity.

# 9. Work Environment:

The work requires both office and outdoor work. The office is adequately lighted, heated and ventilated. Temperature and weather extremes may be encountered in the performance of the outdoor work. The incumbent is expected to conduct duties in a safe and orderly manner so as not to endanger self, fellow workers or property with which entrusted.